



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE INVESTIGATOR

\$2,969 - \$5,108

INVESTIGATION DIVISION

RANCHO CUCAMONGA REGIONAL OFFICE

RESPONSIBILITIES: Typical tasks of the Investigator include the collection and preservation of evidence to complete investigative assignments, presentation at hearings; court proceedings and conferences; routine examination of books, records and accounts relative to insurance investigations; preparation of reports of investigation; testifying in cases involving violation of insurance law; review of applications, investigation of the personal history, character and employment record of applicants for insurance licenses; investigation of illegal practices of insurance companies; service of subpoenas and other legal processes; investigation of persons licensed under the Insurance Code for alleged violation of insurance law; review of accident and claim records of insurance companies and State and local law enforcement agencies; gathering and evaluation of facts from insured's, insurance companies and from their agents and brokers and other sources. **Investigators are appointed pursuant to the provisions of Penal Code § 830.11, and as such, the completion of a thorough background investigation prior to appointment is required.**

DESIRABLE QUALIFICATIONS:

- Good communication skills; speak and write in a clear, concise and effective manner;
- Ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations;
- Participate effectively in conferences and interviews;
- Establish and maintain effective working relationships;
- Knowledge of research techniques, accounting principles and procedures;
- Willing to travel and work independently in the field.

WHO MAY APPLY: Applications will be accepted from current State employees at the Insurance Investigator level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "INSURANCE INVESTIGATOR, PSN #413-543-8575-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3308 or Laura.Gonzalez@insurance.ca.gov

FINAL FILING DATE: **Until Filled**

PLEASE NOTE:

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate state application (std 678) is required for each recruitment for which you would like to be considered.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
